MISSOURI STATE LIBRARY
State Aid for Public Libraries

City-Budget Municipal Library which is a public library funded as a line item in the city's general budget

Date & Location— Fill in the date this report was prepared as mm/dd/yyyy and the name of the city served by the public library.

***Fiscal Year (*reporting period) *for this Report -*— Fill in the beginning (From) and ending (To) dates of your most recent full fiscal year.

Items 1-7 to be completed by Library Director
*For questions that are not applicable, insert the word "**None**" in the space provided at that item number.*

Item 4— Provide the county or counties the library serves.

Item 6— Provide the total amount of **per capita** State Aid funds received between **July 1, 2017 and June 30, 2018**.

Item 7—Provide an estimated amount of per capita State Aid funds expended in each category. Be sure total cost matches amount received to the penny. A guide on eligible costs and in what budget category they are to be reported is available in Appendix A. On a separate page, please provide a brief narrative describing what was purchased in each category and attach it to the application.

Items 8-12 to be completed by appropriate City Official, *such as Clerk, Treasurer, etc.*

Item 8— See 182.480 RSMo. Give the total assessed valuation of the City for the most recently completed fiscal year of the library for this report.

Item 9— Provide the total funds the library received from the City and expended by the library during this reporting period*. Include library salaries, utilities, maintenance expenditures and contracted repairs to the library facility. DO NOT include in-kind services, such as use of a city building, private grants, or any other miscellaneous income.*

Item 10—Calculation: **Divide** Line 9 (the amount of funding received from
the City and expended by the library) by Line 8 (the total assessed valuation of the city).

Item 11— *Equivalent Tax Rate:* **Multiply** the amount found on Line 10 by 100.   This is the equivalent tax rate, which would generate the amount provided.

Certification – By City Official
Certification signed and dated by city official who provided the information. Print or type name, title, telephone number and email address of the certifying City Official. No wording of the certification section may be changed in any way by the certifying official.

Certification - By Library Official

Checklist:

_____   All Application entries reviewed and proofread

_____   Signed and dated by **LIBRARY DIRECTOR** and printed or typed email address

_____   **APPROPRIATE CITY OFFICIAL,** such as the Clerk, Treasurer, etc. must sign and date for city-supported
libraries

_____   State Aid Application, List of Trustees and Certification of Compliance forms must be **received by the
Missouri State Library no later than July 31, 2018**. Forms may be filed by email, fax or mail to:

Email the State Aid Application to mostlib@sos.mo.gov, OR

Fax the State Aid Application to (573) 751-3612, OR

Mail the State Aid Application to:

State Aid Application
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

Appendix A - State Aid Budget Report Guidance

Libraries are cautioned not to rely on State Aid Per Capita funds for regular library operation as these funds are subject to appropriation and hence are not guaranteed from year to year. The list below is to serve as a guide on how costs are to be categorized and reported.

Category	Examples of Cost
Building/Capital/Maintenance	Building construction, repair or renovation
	Capital fund
	Elevators
	Flooring, windows, siding, roofing, gutters, insulation, ceiling tiles
	Heating and cooling units and repair
	Janitorial/custodial services, lawn care
	Lighting fixtures and rewiring
	Parking lot paving, sidewalk repair
	Utilities: electricity, water, sewage
Furniture	Tables, Chairs
	Desks, including circulation desks
	Shelving units
Library Collections	Audio, digital and print books and magazines
	Databases
	MOLIB2GO, Overdrive, 3M Cloud, etc.
	DVDs, Music CDs
	Other non-technology items that circulate to patrons
Personnel	Salaried and hourly library staff, including benefits
Programs	Craft, activity and other program supplies
	Presenters
Public Relations	Brochures, flyers, posters
	Paid advertisements
	Signage, including electronic displays
Technology: Equipment and Software	Barcode scanners
	Computers, monitors, laptops, tablets, servers
	Office equipment such as copiers and fax machines
	Digital readers/scanners/printers
	DVD tower dispensers, self-checkout units
	eReaders, sound systems
	Internet connectivity, including wireless
	Library automation software, including annual maintenance fees
	Televisions
Other	Bookmobiles
	Telephone
	Office supplies